



WE ARE ASTREA

Exams Officer

ASTREA ACADEMY SHEFFIELD  
PART OF ASTREA ACADEMY TRUST

APPLICANT BRIEF





## O PEN LETTER FROM OUR INTERIM PRINCIPAL, EMMA GLOVER

Dear Candidate,

We are delighted that you are interested in applying for this role at Astrea Academy Sheffield. This is a rare and unique opportunity to join us on our journey. We first opened our doors in September 2018 and are growing year on year. We are now looking for the next phase of exceptional professionals to join the team, particularly to strengthen our future sixth form offer.



It is key to understand the context of our academy. We are a city centre school, where we serve the local community of Burngreave. 52% of our scholars are disadvantaged, with 49% currently receiving Free School Meals. Scholars with SEN represent 21% of the cohort. The catchment area of the academy is within the 2.5% most deprived areas within the country. This is why we do what we do. Our vision is to provide an exceptional, knowledge-rich educational experience, which ensures all scholars succeed.

Since opening, we have grown rapidly each year, from under 200 scholars in the first year to now over 800. We are delighted to say we are the secondary school of choice in the area and we were significantly oversubscribed again for September 2021!

Our ground breaking campus is truly breath-taking. With the combination of a Grade II listed Primary Phase building and a brand new Secondary Phase building, there is a real physical heritage to our new school. With an investment in excess of £25 million, our facilities are cutting edge, including science and technology laboratories, modern classrooms, a 300-seat hall, 4G pitch, an underground sports hall, outside Amphitheatre and forest school learning area (to name a few). Our location is at the heart of a new learning community which will continue to grow as we forge these ever essential relationships with families and businesses in the area.

All staff and scholars live by our values:

- ★ ★ Scholarship – to be committed to advanced academic work
- ★ ★ Respect – to be kind, considerate and follow the rules
- ★ ★ Responsibility – to do what is morally right and make sensible decisions
- ★ ★ Curiosity - to be eager to learn and know more
- ★ ★ Tenacity – to be very determined and not to give up easily

This is a truly unique and once in a life time opportunity and we are seeking **exceptional** individuals who are able to offer the absolute best to enhance the life chances of scholars at Astrea Academy Sheffield.

We look forward to meeting you.

Yours sincerely,

**Emma Glover**  
Interim Principal



## JOB DESCRIPTION

<b>SALARY</b>	SCC Grade 7 – Scale point 27-31
<b>CONTRACT TYPE</b>	Permanent
<b>WORKING PATTERN</b>	37 hours, 52 weeks
<b>START DATE</b>	19 <sup>th</sup> April 2022

In preparation for the first exam season of summer 2023, the exams officer will lead the set-up of exams provision at Astrea Academy Sheffield. The candidate will work closely with the Assistant Principal (Assessment), Data Manager and Lead for Access Arrangements, who are currently leading the exams administration.

### Purpose

The Exams Officer will be the front-line interface between all staff and scholars for the smooth running and administration of all examinations. In addition to liaising with teachers, scholars and parents the post holder will be required to ensure that all aspects of the day-to-day organisation of the examination boards requirements are fully complied with.

### Main Duties and Responsibilities:

#### Key Responsibilities

- ★ ★ Oversee all arrangements for all public examination entries
- ★ ★ Organise the collection of registration and examination fees; organising, invoicing and ensuring money collected is credited to the relevant account, in liaison with the Operations Manager
- ★ ★ Co-ordinate the preparation and submission of entries to examining bodies
- ★ ★ Ensure all examination papers and stationery are delivered safely to the academy, being responsible for their strict security and ensuring completed papers are dispatched promptly and appropriately
- ★ ★ Co-ordinate the team of invigilators, with the support of the Lead Invigilators, including recruitment, training, management and deployment of invigilation staff
- ★ ★ Make appropriate timetabling and room arrangements for the above and ensuring proper examination invigilation of the examinations is put in place
- ★ ★ Ensure that all examinations start and finish appropriately in line with examination board regulations including the conduct of any on-line examinations
- ★ ★ Ensure that scholars are given all the necessary relevant information about examination entries, the dates and times of the examinations, conduct during examinations and the collection of results and certificates and that this information is given in good time
- ★ ★ Ensure that all necessary stationery and materials and other requirements are provided for examinations
- ★ ★ Initiate appropriate correspondence with and responding appropriately to correspondence from the various examination boards the academy deals with
- ★ ★ Deal with issues relating to appeals, remarking and other administrative issues such as scholars who miss examinations through illness or who require special consideration
- ★ ★ Deal with enquiries from parents and scholars, including former scholars
- ★ ★ Receive examination results and certificates and making arrangements for their issue
- ★ ★ Oversee the appropriate dissemination of public examination results to local and national newspapers, and to the appropriate Local Authority and DfE Agencies; ensuring that the Local Authority and DfE/Ofsted figures are checked for accuracy
- ★ ★ Keep up to date with the necessary policies, procedures, rules and regulations laid down by the different examination bodies



- ★ Organise appropriate arrangements for the support of scholars with special examination requirements (eg dyslexia, disabled) in conjunction with SENCO and the academy's Specialist Assessor
- ★ Liaise with the Assistant Principal (Curriculum & Assessment) to ensure that CAT4 / GL Assessments tests take place smoothly
- ★ Liaise with Heads of Year and Heads of Department to ensure appropriate timetabling and invigilation arrangements are in place for the academy's internal Year 9 and Year 10 examinations and for the Year 11 and Sixth Form Mock examinations
- ★ Participate in appropriate CPD with the agreement of your Line Manager



# PERSON SPECIFICATION

## EXPERIENCE

- ★ Experience of working in an educational setting as an Exams Officer
- ★ Experience of working with computer databases
- ★ Experience of working in an office and data driven environment
- ★ Experience of compliance with the requirements of regulatory bodies

## EDUCATION & QUALIFICATIONS

- ★ GCSE English & Maths grade C or above (or equivalent)
- ★ Education up to A-Level/Level 3 standard

## SKILLS & KNOWLEDGE

- ★ Be able to work in partnership with parents
- ★ ICT Skills
- ★ Excellent written and oral communication skills
- ★ Good organisation and management skills
- ★ Be able to work as part of a team
- ★ Good analytical and numerical ability
- ★ Be friendly and have a flexible approach to work
- ★ Be able to work on own initiative and be self-motivated
- ★ Be enthusiastic
- ★ Have a calm and confident manner
- ★ Demonstrate personal and professional integrity, including modelling Astrea values and vision
- ★ Commitment to promote and support the aims and value partners of Astrea Academy Sheffield
- ★ Effective time management

### **This is not exhaustive.**

*Astrea Academy Trust is committed to safeguarding and promoting the welfare of children and young people. We expect all staff and volunteers to share this commitment. Posts are subject to enhanced DBS checks. For further details on the recruitment process, please review our Recruitment Pack. This can be found attached to each vacancy or requested by emailing [recruitment@astreaacademytrust.org](mailto:recruitment@astreaacademytrust.org)*